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Case File:

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Chief, Supply Division, Office of Logistics

14 July 1961

Records Administration Officer

Rec'd # B 021051

Supply Requisition Information Copies

1. We would like to have information copies of Supply Requisitions for filing equipment and filing supplies sent to us on an as needed basis. As this need occurs we will furnish the mailing address, for the information copy, on the face of the original requisition. We now receive such copies through an informal arrangement with Stock Control Branch but the system tends to deteriorate with time and change over of personnel.

2. Normally our need for these requisitions is in relation to our projects [redacted]. On these projects it is important that we keep the Station or Office advised of progress and when to prepare for shipments of material. Our experience has been that these offices cannot cope with large shipments without warning well in advance of its arrival.

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DDS/RAS/RS&DB/

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